



## CITY OF ATLANTA

OFFICE OF CONTRACT COMPLIANCE  
55 TRINITY AVENUE, SW, SUITE 1700  
ATLANTA, GEORGIA, 30303  
OFFICE (404) 330-6010

### **SBE Application (B)**

Greetings prospective City of Atlanta certified Small Business Enterprise applicant:

The first step in having your business certified with the City of Atlanta is to obtain a City of Atlanta vendor number (supplier ID). The procedure to obtain a Supplier ID is a free, automated process that can be accomplished on-line. To register with the City of Atlanta and receive a vendor number, please do the following:

- 1) Go to the City's website: [www.atlantaga.gov](http://www.atlantaga.gov)
- 2) Click on the link "Doing Business" drop down to Suppliers
- 3) Click on the link "Office of Contract Compliance"
- 4) Scroll down to section entitled "Certification Process" and click the "here" link to access the iSupplier portal and begin the process to obtain your supplier ID.

For information regarding the **Supplier ID Registration phase only**, Please contact Seana Nash in the Department of Procurement at [snash@atlantaga.gov](mailto:snash@atlantaga.gov) or 404-330-6203.

Your business must be located within one of the following twenty county areas to be considered for certification in the City of Atlanta Small Business Enterprise Program. The twenty county areas includes: Barrow, Bartow, Carroll, Cherokee, Clayton, Coweta, Cobb, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Newton, Paulding, Pickens, Rockdale, Spalding and Walton counties.

ALL questions on the SBE self certification application must be answered completely and ALL requested documentation must accompany the application. Submit the completed application and documentation to the Office of Contract Compliance. Failure to complete portions of the application and provide the required documentation will delay the certification process or result in denial of certification. Please contact the Mayor's Office of Contract Compliance at: (404) 330-6010 if you have any questions regarding the SBE self certification process.

Very sincerely,

A handwritten signature in blue ink, appearing to read "Hubert Owens", with a long horizontal flourish extending to the right.

Hubert Owens

**City of Atlanta  
Office of Contract Compliance**

**Small Business Enterprise Certification Application (B)**

**(To Be Completed If Applicant Is Currently An 8(a) firm or  
HUBZone firm with the United States Small Business Administration)**

Business Name: \_\_\_\_\_

Street Address (including City, State, ZIP): \_\_\_\_\_

\_\_\_\_\_

Mailing Address (including City, State, ZIP): \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

City of Atlanta Supplier Identification Number: \_\_\_\_\_

Dun & Bradstreet Number: (Optional) \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

NAICS codes for your business (Enter up to three) \_\_\_\_\_

**Attach photo a copy of current US SBA/8a/Hubzone certification certificate(s) to this  
application**

Name and Title of Contact Person: \_\_\_\_\_

E-mail address of Contact Person: \_\_\_\_\_

Date: \_\_\_\_\_

Completed SBE Applications may be mailed or presented; NO faxed copies accepted:

**The City of Atlanta  
Mayor's Office of Contract Compliance  
55 Trinity Avenue  
Suite 1700  
Atlanta, GA 30303**